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Personnel—General

Army in Europe Paired Communities

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**\*This regulation supersedes AE Regulation 600-8-11, 14 January 2004.**

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For the Commander:

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**Summary.** This regulation provides information on paired communities in the Army in Europe and guidance on reassigning Soldiers between these communities.

**Summary of Change.** This revision—

- Changes *installation commanders* to *United States Army garrison commanders* (throughout).
- Requires Soldiers to have their families screened by their installation medical treatment facility Exceptional Family Member Program office (para 11).
- Provides guidance for Soldiers assigned to installations that will be closed within 12 months (para 12d).
- Requires Soldiers to in- and outprocess through their communities (para 13).
- Updates table 1, Army in Europe Paired Communities.

**Applicability.** This regulation applies to commanders and Soldiers in the Army in Europe.

**Supplementation.** Organizations will not supplement this regulation without USAREUR G1 (AEAGA-M) approval.

**Forms.** AE and higher level forms are available through the Army in Europe Publishing System (AEPUBS).

**Records Management.** Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information Management System website (<https://www.arims.army.mil>).

**Suggested Improvements.** The proponent of this regulation is the USAREUR G1 (AEAGA-M, DSN 370-8060). Users may suggest improvements to this regulation by sending DA Form 2028 to the USAREUR G1 (AEAGA-M), Unit 29351 APO AE 09014-9351.

**Distribution.** C (AEPUBS).

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### Table

1. Army in Europe Paired Communities

### Glossary

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## 1. PURPOSE

This regulation establishes paired communities in the European theater and authorizes commanders to reassign Soldiers or change their permanent duty station (PDS) within these communities without requiring them to make a Government-funded, permanent change of station (PCS) move. The policy in this regulation will not be used to avoid the payment of temporary duty (TDY) entitlements as authorized by the Joint Federal Travel Regulations (JFTR), volume 1, chapter 4.

## 2. REFERENCES

### a. Publications.

(1) Joint Federal Travel Regulations (JFTR), volume 1, Uniformed Service Members (<https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html>).

(2) AR 25-400-2, The Army Records Information Management System (ARIMS).

(3) AR 210-50, Housing Management.

(4) AR 608-75, Exceptional Family Member Program.

(5) AR 614-6, Permanent Change of Station Policy.

(6) AE Regulation 612-1, Community Central In- and Outprocessing.

**b. Forms.**

(1) SF 1164, Claim for Reimbursement for Expenditures on Official Business.

(2) DA Form 2028, Recommended Changes to Publications and Blank Forms.

### **3. EXPLANATION OF ABBREVIATIONS AND TERMS**

The glossary defines abbreviations and terms.

### **4. RESPONSIBILITIES**

The USAREUR G1, in coordination with IMCOM-Europe, will establish paired communities.

### **5. GENERAL**

a. The JFTR, paragraph U5317-8, states that the household-good transportation entitlement does not exist for members “transferred between PDSs located in proximity to, or activities at, the same PDS, except as provided in par. U5355-B1 (57 Comp. Gen. 266 (1978)).” Two PDSs are considered to be “in proximity to” each other if both are in an area normally serviced by the same local transportation system or if a Soldier could commute daily from his or her residence to either PDS (JFTR, para U5355-B2).

b. In the European theater, 45 minutes is considered the time a Soldier may be expected to commute daily to the PDS.

c. Communities are considered “paired” (para 12) if they are within a 45-minute commute of each other when traveling during rush-hour traffic and inclement weather. The time limit does not include delays related to force-protection measures.

### **6. REASSIGNMENT AND CHANGE OF DUTY LOCATION**

a. Commanders may reassign a Soldier or change a Soldier’s PDS anywhere within a 45-minute commute of the Soldier’s current residence without authorizing PCS entitlements (no-cost move), specifically without paying to move the Soldier’s household goods. If the commuting time is more than 45 minutes, the Soldier must be authorized a Government-funded move (PCS) to the new PDS. Requests for PCS moves must be submitted to 1st Personnel Command (1st PERSCOM) for approval.

b. Soldiers required to travel temporarily for more than 45 minutes one way from their current residence should be provided Government transportation between the permanent and temporary duty locations or be authorized TDY or mileage reimbursement for the excess mileage according to the JFTR, paragraph U3505. The use of Government vehicles for domicile-to-duty travel is prohibited. Soldiers may request mileage reimbursement using SF 1164 or through the Defense Travel System (DTS).

c. Soldiers residing in barracks will not be—

(1) Given a change of duty location outside the area normally serviced by Government transportation unless they have their own means of transportation or are reimbursed for commercial travel costs.

(2) Placed in a situation in which they are forced to purchase a privately owned vehicle to commute to work.

d. This regulation will not be used to avoid paying TDY entitlements when a Soldier maintains a residence at the previous duty location and is required to establish a temporary residence at a new duty location, or is forced to incur additional costs other than those for increased transportation within the 45-minute rule.

e. Soldiers whose permanent reassignment or change of duty location will require them to commute for more than 45 minutes from their current residence will be issued PCS orders. Soldiers who want to commute from their current residence to their new PDS may be allowed to do so if approved by both their losing and gaining commanders and the losing and gaining United States Army garrison (USAG) commanders concerned (for housing and school purposes). These Soldiers will not be entitled to reimbursement for commuting between their current residence and their new PDS. Soldiers who do not execute PCS entitlement orders will receive no travel or per diem for travel in excess of 45 minutes.

f. Soldiers who move on their own and not at the direction of the Army are not eligible for entitlements.

g. PCS restrictions in AR 614-6, paragraph 3-4, apply to the policy in this regulation, including the prohibition against a second PCS in the same fiscal year and PCSs between USAREUR major subordinate and specialized commands. Commanders who want to issue PCS orders to Soldiers under these conditions will submit a request to 1st PERSCOM.

## **7. EXAMPLES**

The following examples explain the use of paired communities and the 45-minute rule:

a. A Soldier stationed in Heidelberg is reassigned to Darmstadt, which is a 60-minute commute from the Soldier's current residence. The Soldier is entitled to a Government-funded move and will be issued PCS orders. The Soldier may ask to continue residing in Heidelberg, but the Soldier will not be reimbursed for commuting between Heidelberg and Darmstadt if this request is approved.

b. A Soldier stationed in Heidelberg is directed to begin a new assignment in Mannheim, which will require the Soldier to make a 30-minute commute from the Soldier's current residence. The Soldier is not entitled to a Government-funded move or reimbursement for transportation.

c. A Soldier stationed in Heidelberg and living in single-Soldier quarters is given a new assignment in Heidelberg. If the Soldier is required to move into different single-Soldier quarters because of the new assignment, he or she is entitled to a Government-funded move. The Soldier will not be directed to move his or her property. (This can usually be accomplished through a local short-distance move (JFTR, para U5355).)

d. A Soldier stationed in Heidelberg is given a temporary assignment in Darmstadt, which is a 60-minute commute from the Soldier's current residence. If the Soldier is not authorized TDY entitlements and is required to return to his or her residence at the end of each duty day, the Soldier must be reimbursed for the excess mileage. If the Soldier is required to establish a temporary residence, the Soldier must be authorized TDY entitlements.

**NOTE:** Soldiers may not waive PCS travel and transportation entitlements. They may choose, however, not to use their entitlements or not to submit vouchers to collect them. Consequently, all Soldiers entitled to a Government-funded move or TDY entitlements will be issued orders.

## **8. DISPUTING DIRECTED MOVES**

- a. The locations of Soldier residences may vary within the same community. Disputes regarding the commuting time between communities should be resolved by actually driving from the Soldier's residence to the new duty location.
- b. Soldiers who believe that they are being reassigned or directed to change duty assignments in violation of this regulation should bring their concerns to their chain of command. Commands will verify actual commuting time from the Soldier's residence to the new duty location. If the commuting time exceeds 45 minutes, the Soldier must be issued PCS orders. Soldiers who continue to disagree with their chain of command may request that the servicing USAG verify the commuting time.
- c. The policy in subparagraphs a and b above does not apply to Soldiers who volunteer to live in a private rental that is more than 45 minutes away from their PDS.

## **9. EXCEPTIONS**

- a. PCS travel entitlements may be authorized within the 45-minute rule if the Soldier's household relocation is mission-essential, in the Government's best interest, and not primarily for the Soldier's convenience (JFTR, para U5355(B)(2)).
- b. Soldiers may request authorization for PCS entitlements based on personal circumstances, even if the new PDS is within a 45-minute commute of the Soldier's current residence. Requests must be forwarded to 1st PERSCOM for evaluation and determination.

## **10. REQUESTS TO KEEP CURRENT HOUSING**

Requests for Soldier to keep their current housing must be approved by both the losing and gaining commanders and the losing and gaining USAG commanders. Soldiers who currently reside within 45 minutes of their new PDS may remain in their current Government housing.

## **11. EXCEPTIONAL FAMILY MEMBER PROGRAM**

Commanders will ensure Soldiers report to their installation medical treatment facility Exceptional Family Member Program office case coordinator to initiate an initial enrollment, periodic update, or termination of enrollment in the program before they are issued PCS orders (AR 608-75).

## **12. PAIRED COMMUNITIES**

- a. Table 1 lists paired communities. This table will be used as general guidance when changing the PDSs of Soldiers. A Soldier's PDS may be changed from locations in the "From" column to locations in the "To" column and generally be considered to meet the intent of the 45-minute rule.
- b. A permanent change of duty to locations other than those listed in table 1 may be done only after it has been established that the change will not require the Soldier to commute for more than 45 minutes. If the change will require the Soldier to commute for more than 45 minutes, the Soldier must be authorized a Government-funded move and issued PCS orders.
- c. Table 1 was created based on the time needed to travel from military community to military community. This time may vary for Soldiers residing in leased housing or private rentals. In these cases, commands must consider the following in determining the actual commuting time:

- (1) The distance between the two locations.

(2) The Soldier's residence.

(3) Roads linking the communities (for example, autobahn, secondary roads).

(4) Normal traffic volume on the road network during the times the Soldier can be expected to travel to and from work.

d. The term "paired communities" will not apply to installations that are identified as closing within 12 months in an official USAREUR G3 operation order or fragmentary order. Soldiers will not be reassigned on no-cost move orders if their current installation or the gaining unit's installation is identified for closure within 12 months.

### 13. IN- AND OUTPROCESSING PROCEDURES DURING IN-COUNTRY PCS MOVES

Soldiers who are being reassigned or change their PDS within the communities listed in table 1 will in- and outprocess through their community central processing facilities (CPFs). Soldiers will process through at least the CPF finance, housing, mail, medical, and personnel sections (AE Reg 612-1).

<b>Table 1</b>	
<b>Army in Europe Paired Communities</b>	
<b>From</b>	<b>To</b>
<b>BELGIUM</b>	
Between Supreme Headquarters Allied Powers Europe/Casteau, Chièvres, and Mons	
<b>GERMANY</b>	
Ansbach	Illesheim, Katterbach
Aschaffenburg	No paired communities
Babenhausen	No paired communities
Bamberg	Schweinfurt
Baumholder	Neubrück Kaserne, Smith Barracks, Straßburg Kaserne; between all Baumholder kasernes
Böblingen	Echterdingen, Möhringen, Stuttgart, Vaihingen
Büdingen	Hanau
Butzbach	Hanau, Kirchgöns
Darmstadt	Wiesbaden
Dexheim	Hainerberg, Mainz, Mainz-Kastel, Wiesbaden
Echterdingen	Böblingen, Möhringen, Stuttgart, Vaihingen
Einsiedlerhof	Kaiserslautern, Landstuhl, Miesau, Pirmasens, Ramstein, Sembach
Friedberg	No pair communities
Garmisch	No paired communities
Germersheim	Heidelberg, Mannheim, Sandhofen, Schwetzingen, Seckenheim
Giebelstadt	Illesheim, Kitzingen, Würzburg
Gießen	No paired communities
Grafenwöhr	Vilseck
Hainerberg	Dexheim, Mainz-Kastel, Wiesbaden
Hanau	Büdingen, Butzbach
Heidelberg	Germersheim, Mannheim, Sandhofen, Schwetzingen, Seckenheim
Hohenfels	No paired communities
Illesheim	Ansbach, Giebelstadt, Katterbach, Kitzingen

<b>Table 1</b>	
<b>Army in Europe Paired Communities</b>	
<b>From</b>	<b>To</b>
Kaiserslautern	Einsiedlerhof, Landstuhl, Miesau, Pirmasens, Ramstein, Sembach
Katterbach	Ansbach, Illesheim
Kirchgöns	Butzbach
Kitzingen	Giebelstadt, Illesheim, Schweinfurt, Würzburg
Landstuhl	Einsiedlerhof, Kaiserslautern, Miesau, Pirmasens, Ramstein, Sembach
Mainz	Dexheim, Wiesbaden
Mainz Housing Area	Dexheim, Mainz-Kastel, McCully Barracks, Wiesbaden
Mainz-Kastel	Dexheim, Hainerberg, Wiesbaden
Mannheim	Germersheim, Heidelberg, Sandhofen, Schwetzingen, Seckenheim
Miesau	Einsiedlerhof, Kaiserslautern, Landstuhl, Pirmasens, Ramstein, Sembach
Möhringen	Böblingen, Echterdingen, Stuttgart, Vaihingen
Pirmasens	Einsiedlerhof, Kaiserslautern, Landstuhl, Miesau, Ramstein
Ramstein	Einsiedlerhof, Kaiserslautern, Landstuhl, Miesau, Pirmasens, Sembach
Sandhofen	Germersheim, Heidelberg, Mannheim, Schwetzingen, Seckenheim
Schweinfurt	Bamberg, Kitzingen, Würzburg
Schwetzingen	Germersheim, Heidelberg, Mannheim, Sandhofen, Seckenheim,
Seckenheim	Germersheim, Heidelberg, Mannheim, Sandhofen, Schwetzingen
Sembach	Einsiedlerhof, Kaiserslautern, Landstuhl, Miesau, Ramstein
Stuttgart	Böblingen, Echterdingen, Möhringen, Vaihingen
Vaihingen	Böblingen, Echterdingen, Möhringen, Stuttgart
Vilseck	Grafenwöhr
Wiesbaden	Darmstadt, Dexheim, Hainerberg, Mainz, Mainz-Kastel
Würzburg	Giebelstadt, Kitzingen, Schweinfurt
<b>ITALY</b>	
No paired communities	
<b>THE NETHERLANDS</b>	
Between Brunssum, Eygelshoven, Geilenkirchen, Maastricht, and Schinnen	

## **GLOSSARY**

### **SECTION I ABBREVIATIONS**

1st PERSCOM	1st Personnel Command
CPF	central processing facility
DTS	Defense Travel System
IMCOM-Europe	United States Army Installation Management Command, Europe Region
JFTR	Joint Federal Travel Regulations
PCS	permanent change of station
PDS	permanent duty station
SF	standard form
TDY	temporary duty
USAG	United States Army garrison
USAREUR	United States Army Europe

### **SECTION II TERMS**

#### **excess mileage**

Miles driven in excess of 45 minutes from the place of residence to the duty location.

#### **full-cost move**

A permanent change of station (PCS) move for which the total expected cost will exceed \$1,000.

#### **low-cost move**

A permanent change of station (PCS) move for which the total expected cost, including the Soldier's travel and transportation entitlements and dislocation allowance, if applicable, does not exceed \$1,000. Low-cost moves are not curtailments and do not require waivers of time on station as are required for other moves. Low-cost moves do not require adjustments to the Soldier's original tour completion date, nor do they require the Soldier to have service retainability beyond the original tour completion date.

#### **no-cost move**

A permanent change of assignment or permanent change of station (PCS) move that incurs no fiscal liability to the Government.

#### **paired communities**

Communities deemed close enough (within a 45-minute commute of each other) to allow Soldiers to be reassigned or given a permanent change of duty location between the communities without a permanent change of station (PCS) move.

#### **permanent change of station**

Transfer or reassignment from one permanent duty station to another when authority to move household goods or entitlement to travel pay exists.

#### **permanent duty station**

Defined in the Joint Federal Travel Regulations, appendix A.

#### **residence**

Where a Soldier lives (including Government family housing and single-Soldier quarters).